



Position Title: Project Administrator

Reports To: Director of Operations

The Project Administrator provides administrative support to assist Servidyne's operations team in the completion of customer projects. Servidyne provides energy efficiency and demand response services and technology and project management solutions to the hospitality, corporate real estate, utility, governmental, and industrial markets that optimize facility performance at every stage of the lifecycle of a building. Servidyne differentiates itself in the marketplace as "building performance experts" by creating and promoting its unique capabilities to solve problems related to facility infrastructure, energy and productivity.

Project Administrator

The Project Administrator is responsible for project document control, data entry, billing, contract monitoring, and administrative closeout of each project. This position is required to closely interact with the Project / Program Manager and assigned project staff to assist with the timely completion of each project.

- Creates, maintains, and locates physical and computer files in support of Operations team
- Prepares and processes applications, notices, documents, subcontracts, submittals, filings, material orders, close-out documentation, warranty letters and presentations
- Assists accounting in job cost tracking / forecasting / reporting, vendor/subcontractor invoices, customer billing, material purchasing / payment, accounts receivable documentation
- Follow-up with customers on contract documentation including tax documents, purchase orders, and general information.
- Coordinates with various staff for accurate and timely recording of project costs, including time sheets, daily reports, etc.
- Coordinates internal project team meetings, documents and communicates notes.
- Collates data for presentations and updates current training and safety presentations.
- Provides back up assistance to Project / Program Managers when they are out of the office.
- Flexibility to work overtime/weekends, as required.
- Other duties as assigned.

Position Qualifications:

- Minimum of 5 years project management experience in building HVAC and energy systems.
- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Position continually requires demonstrated poise, tact and diplomacy. A professional appearance and telephone manner is essential.
- Excellent verbal and written communication skills required. Must be able to interact and communicate with individuals at all levels of the Company organization.
- Must be very proficient with a variety of computer software applications including word processing, spreadsheets, and presentation software (MSWord, Excel, MS Project and PowerPoint)
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.

Compensation and Benefits

- Competitive company benefits including healthcare, vacation, insurance and 401(k) plan